

## **FIRE TRAINING OFFICER II**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is responsible, advanced technical work in developing plans for the content of training for fire department personnel in all phases of fire department protection and rescue work. Work extends to the performance of related administrative duties, assisting with training material research and development, and related activities. Work also involves assisting a supervisor in training lower level employees and monitoring their progress. In addition to the more responsible duties of this class, the employee also performs the duties of the lower class but at a higher skill level and with a greater degree of discretion and independent judgement. Incumbent is responsible for maintaining good order and discipline during training classes and refers grievances, disciplinary problems or similar matters to a superior officer for resolution. This class differs from the lower class because of the greater responsibilities which may include some supervisory responsibilities during the absence of the divisional chief. Work is supervised and evaluated by the Fire Training Chief through direct observation, inspections, discussions, and reports.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in the development and updating of curricular content and methods in keeping with changes in fire protection and rescue principles, methods, materials, and equipment.

Prepares and conducts training at the drill field, at fire stations, during company training, and in the classroom; prepares, administers, and grades tests; prepares lesson plans and assembles, evaluates, and selects training materials for all types of training.

Keeps records of training activities conducted and employee training performances; participates in the development and execution of programs designed to evaluate the quality of training provided.

Attends training conferences and schools to keep informed of technological developments affecting the need for and content of training for fire protection and rescue work and to keep informed about modern training methods and modern fire department equipment procedures.



Responds to fire alarms or other emergencies as required.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a regular and permanent employee in the class of Fire Training Officer with at least three (3) years in that class immediately preceding the closing date for application to the board.

Must be certified as a Fire Instructor II by the Louisiana Firefighter Certification System.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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